



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/4308674  
Dated/दिनांक : 08-12-2023

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	18-12-2023 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	18-12-2023 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Power
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Ntpc Limited
Office Name/कार्यालय का नाम	Cg
Item Category/मद केटेगरी	Custom Bid for Services - Hiring of Minibus for station duty other welfare work NTPC Auriya
Contract Period/अनुबंध अवधि	2 Year(s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

### EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	ICICI
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EMD Amount/ईएमडी राशि	50000
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

DGM

NTPC Ltd , Western Region-II Head Quarter , Plot No. -87, Sector-24, Atal Nagar, Nava Raipur , Raipur , Chhattisgarh , PIN code: 492018 Phone: 0771-2515200  
(Uttam Kumar Nayak)

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[OM\\_No.1\\_4\\_2021\\_PPD\\_dated\\_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Pre Qualification Criteria ( PQC ) etc if any required:**[1702009815.pdf](#)

**Service Level Agreement (SLA):**[1702009837.pdf](#)

**Payment Terms:**[1702009845.pdf](#)

**Quantifiable Specification / Standards of The Service/ BOQ:**[1702009851.pdf](#)

**GEM Availability Report ( GAR):**[1702009891.pdf](#)

**Scope of Work:**[1702010978.pdf](#)

**Special Terms and Conditions (STC) of the Contract:**[1702010989.pdf](#)

**Instruction To Bidder:**[1702011006.pdf](#)

**Custom Bid For Services - Hiring Of Minibus For Station Duty Other Welfare Work  
NTPC Auriya ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring of Minibus for station duty other welfare work NTPC Auriya
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Dori Lal	206244,Auraiya Gas Power Station, P.O. Dibiyapur, Distt. Auraiya (U.P.) Pin code - 206244, (India)	1	N/A

## **Buyer Added Bid Specific Terms and Conditions/**क्रता द्वारा जोड़ी गई बिड की विशेष शर्तें

### **1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### **2. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

NTPC LIMITED

(A Government of India Enterprise)

Additional Terms and Conditions

(ATC)

UNIFIED SHARED SERVICE CENTRE, CPG-1, RAIPUR

CONTRACT & MATERIAL DEPTT

1. Additional Terms & Conditions (ATC) of this tender comprises the following documents:

a. Section-I: Invitation for Bids (IFB)/Tender Enquiry/Notice Inviting Tender (NIT).

b. Section-II: Instructions to Bidders (ITB)

c. Section-III: Bid Data Sheet (BDS)

d. Section-IV: General Conditions of Contract (GCC) & its Annexures

e. Section-V: Special Conditions of Contract (SCC) & its Annexures

f. Section-VI: Technical Specifications and Bid Drawings (Scope of Supply/Service)

g. Section-VII: Schedule of Quantities (SOQ) / Bill of Quantities (BOQ)

h. Section-VIII: Forms and Procedures (Part 1 of 3, Part 2 of 3 & Part 3 of 3)

i. Attachment-3

2. Terms and Conditions stipulated in ATC will supersede those in GEM GTC and STC, in case of any conflicting provisions.

3. Bidders are required to submit the documents as mentioned in the check list appended below while submitting their bid and submit the dully filled check list online on GeM portal in 'Additional ATC documents'.

What documents are uploaded where, by NTPC on GEM: -

SI

GeM Folder/Tab Name

The Documents Uploaded by NTPC

1

"Pre-Qualification Criteria (PQC) Etc. If Any Required"

Section-I NIT

2

“Scope Of Work”

Section-VI SOW

3

“Payment Terms”

Section-V SCC

4

“Quantifiable Specification / Standards Of The Service/ BOQ”

Section-VII i.e., Detailed BOQ

5

“Project Experience and Qualifying Criteria Requirement”

Attachment-3

6

“Service Level Agreement (SLA)”

All Standard Sections of Bid Documents including various formats (i.e., ITB, GCC, Annexures to ITB, Annexures to BDS, Annexures to GCC, Annexures to SCC and Forms & Procedures) combined into single PDF is uploaded.

7

“Special Terms and Conditions (STC) Of The Contract”

Only Tender Specific Sections (NIT, BDS, SCC, SOW, BOQ & Attachment-3) Combined into single PDF is uploaded.

8

“Instruction to Bidder”

Entire Tender Documents Combined into single PDF is uploaded.

4. Instructions for filling the Price Bid:

- a. The bidder has to quote Total Contract Price (Inclusive of all taxes & duties including the applicable GST on Lumpsum Basis on GeM portal.
- b. By default, the total quoted value of bidder shall be considered as inclusive of GST @ 18%.
- c. In case the Quoted GST is different from 18%, Bidder has to mention in the Attachment-14 the rate of GST (%) as applicable seven (7) days prior to last date of Bid Submission; considered to be inclusive in the Total Contract Price on lumpsum basis quoted in GeM portal.
- d. Quantity Mentioned "1" in Gem Bid for each item represents Lumpsum-price {i.e. {Quantity x Unit Rate} + Quoted GST) for individual line item.

5. Splitting of Quantity: NOT APPLICABLE

6. The format of the Bank Guarantee shall be in accordance with the form of Bank Guarantee towards Bid Security/EMD/Performance security/\*Security for the Deed of Joint Undertaking (if applicable)/\*Advance payment (if applicable) included in the Employer's Bidding Documents only. In addition, the format of the Insurance Surety Bond shall also be in accordance with the form of Insurance Surety Bond towards Bid security/Performance security/\*Security for the Deed of Joint Undertaking (if applicable) included in the Employer's Bidding Documents only.

Any bid not accompanied by an acceptable bid security in a separate sealed envelope shall be rejected by the Employer as being non-responsive.

Formats of the documents required to be submitted as per this check list can be referred from “Section-VII

: Forms & Procedures”.

Check List

Sl. No.

Document Required

Action required

Submitted Please tick (√ )

1

Attachment 1: Bid Security / EMD (as per ITB Clause No. 14.0)-

(i) Bank Guarantee/ Insurance Surety Bond, strictly in the format provided in the tender document, Amount as per NIT, validity as per tender document.

To be uploaded online and Original BG/Insurance Surety Bond to be submitted physically.

Or

(ii) MSE (UDYAM only) certificate towards exemption of Bid Security / EMD.

To be uploaded online

(iii) EMD Exemption as per GEM Conditions

To be uploaded online

2

Attachment 3: QR DATA SHEET AND CHECKLIST IN THE PRESCRIBED FORMAT ALONG WITH DOCUMENTS EXACTLY AS MENTIONED IN ATTACHMENT-3 (DOCUMENTS TO MEET TECHNICAL & FINANCIAL QUALIFYING REQUIREMENT)

To be uploaded online duly filled in

APPENDIX-A IF AUDITED RESULTS OF FY 2022-23 IS NOT AVAILABLE

To be uploaded online duly filled in

APPENDIX-B OR APPENDIX-C TO ATTACHMENT-3 AS PER ATTACHED FORMAT: Undertaking duly certified and verified documents from the Statutory Auditors or specified TPIA in support of meeting Technical QR

To be uploaded online duly filled in

3

Attachment 11: Electronic Fund Transfer (EFT) Authorization Form (Only for those bidders who do not have Vendor Code in NTPC)

To be uploaded online duly filled in and authenticated from the concerned bank

4

Attachment 12: Integrity Pact as per Performa (pre-signed by employer) duly signed & Stamped at each page [if applicable]

Not Applicable for this package

5

Attachment 9: Declaration Regarding GST (If not submitted then GST@ 18% shall be considered to be included in bidder's quoted price)

To be declared through undertaking at Attachment-9

6

Attachment 15: Undertaking for compliance of Important Conditions of Tender

To be uploaded online dully filled in

7

Schedule of Quantities & Prices i.e., Financial Bid (Price Bid)

To be filled online on GeM portal

7. Bid Validity shall be 120 days.

Bidder Name: \_\_\_\_\_

Bidder's Sign & Stamp: \_\_\_\_\_

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### 3. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---